

PAPERWORK AND DATA MANAGEMENT

This category deals with the development of all phases of paperwork management activities and control of automated data processing systems, information storage and retrieval systems, and other paperwork management techniques.

Also see GRS 12, Communications; GRS 14, Information; GRS 16, Administrative Management Records; GRS 20, Electronic Records; and GRS 24, Information Technology Operations and Management.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

PDM PAPERWORK AND DATA MANAGEMENT

General material involving paperwork and management improvement which is too broad in scope to be filed under one of the subjects below.

(item 207a)

Originating office:

Destroy when 3 years old.

(item 207b)

All other offices:

Destroy when 2 years old.

PDM 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate category.

(item 208a)

Originating office:

Retire to Federal Records Center (FRC) when 10 years old. Destroy when 20 years old.

(item 208b)

All other offices:

Destroy when superseded or obsolete.

EXCEPT: Published instructions or directives which are filed in binders according to Agency custom.

*** Retention Period ***

PDM 2 REPORTS AND STATISTICS

Reports having short term value covering all subjects included under this primary subject. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under PDM 6 PROJECTS.

EXCEPT: Specific feasibility or other studies which should be filed under appropriate subject in this outline.

EXCEPT: Computer generated reports which should be filed under appropriate program.

Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

(item 209a)

Originating office:

Destroy when 3 years old.

(item 209b)

All other offices:

Destroy when 2 years old.

(item 210a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 210b)

All other offices:

Destroy when 2 years old.

PDM 2-1 Activity Reports

Summaries relating to work activity involved with PDM.

(item 3034a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

(item 3034b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-23-1)]+

*** Retention Period ***

PDM 3 COMMITTEES, MEETINGS

Committees and meetings relating to PDM program functions not having long term significance. Subdivide committees and meetings, if necessary, and show name and date of folder.

(item 212a)

Originating office:

Destroy 2 years after termination of committee.

+[(Disp. Auth. GRS-16-8-a)]+

(item 212b)

All other offices:

Destroy 2 years after termination of committee.

+[(Disp. Auth. GRS-16-8-a)]+

Case file record copy of minutes and related material, including agendas of substantive or significant committees or meetings concerned with broad aspects of PDM such as advisory organizations and interagency committees. Includes committees to carry out responsibility of assignments.

(item 213a)

Originating office:

Retire to FRC when 10 years old. Destroy when 20 years old.

(item 213b)

All other offices:

Destroy when 2 years old.

PDM 3-1 Arrangements

Includes such materials as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

(item 214a)

Originating office:

Destroy when 1 year old.

(item 214b)

All other offices:

Destroy when 1 year old.

PDM 4 DIRECTIVES MANAGEMENT

General material other than historical data relating to the development, maintenance, and control of the Agency directives system.

(item 215a)

Originating office:

Destroy when 2 years old.

(item 215b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

PDM 4 *(continued)*

Departmental issuances. (Secretary's memorandums and issuances released by other agencies of the Department.)
File in 3- ring binders in numerical sequence.

(item 216a)

Originating office:

Destroy when superseded or obsolete.

(item 216b)

All other offices:

Destroy when superseded or obsolete.

PDM 4-1 Administrative Issuances

Record copy of case file relating to the development and control of Agency administrative directives, other written policy, and background material having precedential significance concerned with the formal policy for Agency's formulation, organization function, procedure, and operation. Includes revision to instruction or historical material relating to clearances, interpretations, and clarification of instructions.

(item 217a)

Originating office:

Destroy original paper copy after microfilm has been reviewed and found satisfactory. +[(**Disp. Auth. NC1-463-82-3**)]+

(item 217b)

All other offices:

Destroy when superseded or obsolete.

Microfilm.

(item 217c)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old. +[(**Disp. Auth. NC1-463- 82-3**)]+

(item 217d)

All other offices:

N/A

*** Retention Period ***

PDM 4 *(continued)*

Agency instructional administrative issuances having short-term effect and value.

[Note: See GRS 16, Item 1.]

Checklists, announcements, indexes, bulletins, and notices not made part of a directive case file.

NOTE: File issuances in a 3-ring binder or as otherwise directed by Agency instructions.

(item 218a)

Originating office:

Destroy 5 years after superseded or obsolete.

(item 218b)

All other offices:

Destroy when superseded or obsolete.

(item 219a)

Originating office:

Destroy 2 years after superseded or obsolete.

(item 219b)

All other offices:

Destroy when superseded or obsolete.

PDM 4-2 Program Issuances

Record copy of case file relating to the development and control of program issuances and background material having precedential significance which shows basic procedures for Agency regulatory programs.

(item 221a)

Originating office:

Destroy original paper copy after microfilm has been reviewed and found satisfactory. +[(**Disp. Auth. NC1-463-82-3**)]+

(item 221b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PDM 4-2 *(continued)*

Microfilm.

(item 221a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old. +[(**Disp. Auth. NC1-463-82-3**)]+

(item 221b)

All other offices:

N/A

Program instructional issuances having short-term effect and value.

[Note: See GRS 16, Item 1.]

(item 222a)

Originating office:

Destroy 5 years after superseded or obsolete.

(item 222b)

All other offices:

Destroy when superseded or obsolete.

Program notices, indexes, tables of contents, and similar materials not part of an issuance case file.

NOTE: File all issuances in 3-ring binders or as otherwise directed by Agency instruction.

(item 223a)

Originating office:

Destroy 2 years after superseded or obsolete.

(item 223b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PDM 5 RECORDS MANAGEMENT

General material related to records management. Includes requests for records maintenance assistance, records system interpretations, and similar matters.

(item 224a)

Originating office:

Destroy when 6 years old. +[(**Disp. Auth. GRS 16-7**)]+

(item 224b)

All other offices:

Destroy when superseded or obsolete.

Standards and systems for creating, organizing, and maintaining records. Includes related correspondence and Agency file systems and disposal schedules when they are part of a file system.

(item 3035a)

Originating office:

Destroy when 6 years old. +[(**Disp. Auth. GRS 16-7**)]+

(item 3035b)

All other offices:

Destroy when 6 years old. +[(**Disp. Auth. GRS 16-7**)]+

Microfilm systems, including descriptions and approval.

(item 226a)

Originating office:

Destroy 5 years after superseded or obsolete.

(item 226b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PDM 5 *(continued)*

Annual Summary of Records Holding and record inventories describing contents and value of records.

(item 1076a)
Originating office:
Destroy when 3 years old. +[(**Disp. Auth. GRS 16-4-a**)]+

(item 1076b)
All other offices:
Destroy when 1 year old. +[(**Disp. Auth. GRS 16-4-b**)]+

Files relating to Guide to Records Retention Requirements for Agency Records.

(item 228a)
Originating office:
Destroy 5 years after all records covered under the system are destroyed.

(item 228b)
All other offices:
Destroy when 2 years old.

PDM 5-1 Disposition

General material pertaining to the destruction or retirement of records.

(item 229a)
Originating office:
Destroy 2 years after supersession. [GRS 16, Item 2a(1)]

(item 229b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

PDM 5-1 (*continued*)

Files relating to basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF-135, Records Transmittal and Receipt; SF-258, Request for Transfer, Approval, and Receipt of Records to NARA; and related documentation.

(item 3036a)

Originating office: :

Destroy 2 years after supersession. [GRS 16, Item 2a(1) and (2)]

(item 3036b)

All other offices:

Destroy 2 years after supersession. [GRS 16, Item 2a(1) and (2)]

PDM 5-2 Records Security

General material on the protection, storage, control, classification, and declassification of (security and information.)

(item 3037a)

Originating office:

Destroy when 2 years old.
+[(**Disp. Auth GRS-18-4**)]+

(item 3037b)

All other offices:

Destroy when 2 years old.
+[(**Disp. Auth. GRS-23-1**)]+

*** Retention Period ***

PDM 5-2 *(continued)*

Case files of systems for protecting and controlling documents and information.

(item 3038a)
Originating office:
Destroy when 2 years old.
+[(**Disp. Auth. GRS-18-4**)]+

(item 3038b)
All other offices:
Destroy when 2 years old.
+[(**Disp. Auth. GRS-18-4**)]+

Working copies of security clearances (clearances other than the original in the Official Personnel Folder), including debriefing statements.

(item 3039a)
Originating office:
See GRS 18, Items 21 - 25
for detailed disposition
instructions.

(item 3039b)
All other offices:
See GRS 18, Items 21 - 25
for detailed disposition
instructions.

Security clearance listings, security equipment listings including security locks, and similar matters.

(item 235a)
Originating office:
Destroy when superseded
or obsolete. +[(**Disp. Auth. GRS-18-23**)]+

(item 235b)
All other offices:
Destroy when superseded
or obsolete. +[(**Disp. Auth. GRS-18-23**)]+

*** Retention Period ***

PDM 5-3 Accounting and Control

Correspondence regarding the control of and account for specific classified documents.

(item 3040a)
Originating office:
Destroy when 2 years old.
+[(**Disp. Auth. GRS-18-4**)]+

(item 3040b)
All other offices:
Destroy when 2 years old.
+[(**Disp. Auth. GRS-18-4**)]+

Receipts and logs covering receipts and transmittals of classified documents.

(item 3041a)
Originating office:
Destroy when 2 years old.
+[(**Disp. Auth. GRS-18-2**)]+

(item 3041b)
All other offices:
Destroy when 2 years old.
+[(**Disp. Auth. GRS-18-2**)]+

PDM 6 PROJECTS

General material on projects.

(item 238a)
Originating office:
Destroy when 3 years old.

(item 238b)
All other offices:
Destroy when 2 years old.

Case file records and related correspondence on approved projects. Basic documentation and final report or other substantive material. Show title and date span of project on folder. Example: PDM 6 PROJECTS NO. 00 - Microfilm Center FY 76.

(item 239a)
Originating office:
Destroy 5 years after completion of project.

(item 239b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

Proposed projects:

NOTE: When a proposed project is approved, remove and file with project case file.

(item 241a)

Originating office:

Destroy when 5 years old,
if no further action is taken.

(item 241b)

All other offices:

Destroy when 2 years old.

Work papers and draft report of projects.

(item 242a)

Originating office:

Destroy 3 years after
completion of project
and final report.

(item 242b)

All other offices:

Destroy when 2 years old.

PDM 7 EQUIPMENT MANAGEMENT

General material relating to equipment.

(item 243a)

Originating office:

Destroy when 3 years old.

(item 243b)

All other offices:

Destroy when 2 years old.

Standards for determining the suitability of and the need for equipment and supplies. If volume warrants, subdivide by type of equipment; such as automatic data processing, filing, microform, and similar equipment.

(item 244a)

Originating office:

Destroy 2 years after
superseded or obsolete.

(item 244b)

All other offices:

Destroy when superseded
or obsolete.

*** Retention Period ***

PDM 8 CORRESPONDENCE MANAGEMENT

General material relating to correspondence management.

[NOTE: See GRS 14, Items 1 and 5 for disposition of correspondence, information requests, letters, etc.]

Standards for the preparation of correspondence, for format, clearances, and signature requirements. Includes instructions for preparing informal and formal correspondence, telegrams, envelopes, forms of address, and similar matters.

NOTE: A copy of the Agency's most current correspondence manual should be maintained on each secretary's desk for ready reference. Includes copies of current Agency notices and instructions relating to correspondence.

(item 245a)

Originating office:

Destroy when 3 years old.

(item 245b)

All other offices:

Destroy when 2 years old.

(item 246a)

Originating office:

Destroy 2 years after superseded or obsolete.

(item 246b)

All other offices:

Destroy when superseded or obsolete.

PDM 9 FORMS MANAGEMENT

Forms analysis, design, standardization, control of use, number, and distribution. Includes proposed forms, revisions, clearances, and related correspondence.

Background materials, requests, specifications, processing data, and control records.

(item 3042)

Forms Design office:

Destroy 5 years after related form is discontinued, superseded, or canceled.

+[(Disp. Auth. GRS 16-3-a)]+

(item 3043)

Originating office:

Destroy when related form is discontinued, superseded, or canceled. **+[(Disp. Auth. GRS-16-3-b)]+**

*** Retention Period ***

PDM 9-1 Forms

Case files of forms, which should be filed by appropriate program and/or form number. Includes one copy of forms and material relating to its development and revision.

(item 3017)

Forms Design office:

Destroy 5 years after related forms are discontinued, superseded, or canceled.

+[(Disp. Auth. GRS 16-3)-a

(item 248a)

Originating office:

Destroy original paper copy after microfilm has been reviewed and found

satisfactory. **+[(Disp. Auth.**

NC1-463-82-3)]+

(item 248b)

All other offices:

Destroy when 2 years old.

(item 248c)

Originating office:

Microfilm copy:

Destroy 5 years after

declared obsolete. **+[(Disp.**

Auth. NC1-463-82-3)]+

(item 248d)

All other offices:

N/A.

*** Retention Period ***

PDM 10 REPORTS MANAGEMENT

Case files maintained for each Agency report created or proposed, including public use reports. Included are clearance forms, including SF-83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.

EXCEPT: Specific reports which should be filed under REPORTS AND STATISTICS section of appropriate primary subject.

Correspondence regarding administration, operation, and effectiveness of the reports control program.

(item 1078a)

Originating office:

Destroy 2 years after report is discontinued. +[(**Disp. Auth. GRS 16-6**)]+

(item 1078b)

All other offices:

Destroy 2 years after report is discontinued. +[(**Disp. Auth. GRS 16-6**)]+

(item 251a)

Originating office:

Destroy when 10 years old.

(item 251b)

All other offices:

Destroy when 2 years old.

PDM 11 MAIL MANAGEMENT

Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.

(item 1079a)

Originating office:

Destroy when 1 year old.
+[(**Disp. Auth. GRS 12-5-a**)]+

(item 1079b)

All other offices:

Destroy when 1 year old.
+[(**Disp. Auth. GRS 12-5-a**)]+

PDM 11-1 Mail and Delivery Services

General files including correspondence, memoranda, directives, and information relating to the administration of mailroom operations.

(item 1080a)

Originating office:

Destroy when 1 year old
or when superseded or
obsolete. **+[(Disp. Auth.
GRS 12-6-g)]+**

(item 1080b)

All other offices:

Destroy when 1 year old
or when superseded or
obsolete. **+[(Disp. Auth.
GRS 12-6-g)]+**

Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, Federal Express, Airborne, etc.

(item 1081a)

Originating office:

Destroy when 1 year old.
**+[(Disp. Auth. GRS
12-6-a)]+**

(item 1081b)

All other offices:

Destroy when 1 year old.
**+[(Disp. Auth. GRS
12-6-a)]+**

Statistical reports and data relating to handling of mail and volume of work performed.

(item 1082a)

Originating office:

Destroy when 1 year old.
**+[(Disp. Auth. GRS
12-6-d)]+**

(item 1082b)

All other offices:

Destroy when 1 year old.
**+[(Disp. Auth. GRS
12-6-d)]+**

*** Retention Period ***

PDM 11-1 *(continued)*

Requisition for U.S. Postage stamps (exclusive of copies used as supporting documents to payment vouchers).

(item 1083a)
Originating office:
Destroy when 6 months old.
+[(**Disp. Auth. GRS 12-6-c**)]+

(item 1083b)
All other offices:
Destroy when 6 months old.
+[(**Disp. Auth. GRS 12-6-c**)]+

PDM 11-2 Penalty Mail Report

Official penalty mail reports and all related papers.

(item 1084a)
Originating office:
Destroy when 6 years old.
+[(**Disp. Auth. GRS 12-7**)]+

(item 1084b)
All other offices:
Destroy when 6 years old.
+[(**Disp. Auth. GRS 12-7**)]+

PDM 11-3 Postal Irregularities

Correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps, or loss or destruction of mail.

(item 1085a)
Originating office:
Destroy 3 years after completion of investigation.
+[(**Disp. Auth. GRS 12-8**)]+

(item 1085b)
All other offices:
Destroy 3 years after completion of investigation.
+[(**Disp. Auth. GRS 12-8**)]+

*** Retention Period ***

PDM 12 AUTOMATED DATA PROCESSING

General material relating to the development and use of automated data processing (ADP) and retrieval systems.

(item 255a)

Originating office:

Destroy when 3 years old.

(item 255b)

All other offices:

Destroy when 2 years old.

Case files of ADP systems and final systems.

(item 256a)

Originating office:

See GRS 20, Item 11

Preliminary or intermediate material such as trial runs, testing media, edit runs, etc.

(item 258a)

Originating office:

Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.
[GRS 20, Item 1a]

File data recorded on disks, magnetic tape, and other machine-readable records:

(item 259a)

Originating office:

Dispose after third update cycle.

ADP Management Reporting System

a. Residue Sample Subsystem

(item 259b)

All other offices:

N/A

*** Retention Period ***

PDM 12 *(continued)*

b. Certified Lab Subsystem

(item 260a)

Originating office:

Dispose after third update cycle.

(item 260b)

All other offices:

N/A

c. Documents Subsystem

(item 261a)

Originating office:

Dispose after third update cycle.

(item 261b)

All other offices:

N/A

d. Boneless Meat Subsystem

(item 262a)

Originating office:

Dispose after third update cycle.

(item 262b)

All other offices:

N/A

Safety Survey, Accident Study System

(item 263a)

Originating office:

Dispose after third update cycle.

(item 263b)

All other offices:

N/A

*** Retention Period ***

PDM 12 *(continued)*

Import Information System

(item 264a)

Originating office:

Dispose when no longer needed.

(item 264b)

All other offices:

N/A

Residue Data Entry and Retrieval System

(item 265a)

Originating office:

Dispose after third update cycle.

(item 265b)

All other offices:

N/A

Chemical Compound Evaluation File System

(item 266a)

Originating office:

Dispose when no longer needed.

(item 266b)

All other offices:

N/A

Compliance System

(item 267a)

Originating office:

Dispose when no longer needed.

(item 267b)

All other offices:

N/A

*** Retention Period ***

PDM 12 *(continued)*

Meat and Poultry 5 Region Reporting System

(item 268a)

Originating office:

Dispose after third update cycle.

(item 268b)

All other offices:

N/A

Labels Information System

(item 269a)

Originating office:

Dispose when no longer needed.

(item 269b)

All other offices:

N/A

Data Base Inventory System

(item 270a)

Originating office:

Dispose when no longer needed.

(item 270b)

All other offices:

N/A

*** Retention Period ***

PDM 12 *(continued)*

403/404 Data Entry and Retrieval System

a. Update and Data Retrieval Subsystem

(item 271a)

Originating office:

Dispose when no longer needed.

(item 271b)

All other offices:

N/A

b. Data Entry and Validation Subsystem

(item 272a)

Originating office:

Dispose when no longer needed.

(item 272b)

All other offices:

N/A

Emergency Programs Bibliographic System

(item 273a)

Originating office:

Dispose when no longer needed.

(item 273b)

All other offices:

N/A

Licensed Dealers Information Systems Animal Care Program

(item 274a)

Originating office:

Dispose when no longer needed.

(item 274b)

All other offices:

N/A

*** Retention Period ***

PDM 12 *(continued)*

Lab Case Studies System (Serials and Testing)

(item 275a)

Originating office:

Dispose when no longer
needed.

(item 275b)

All other offices:

N/A

Brucellosis Eradication Study System

(item 276a)

Originating office:

Dispose when no longer
needed.

(item 276b)

All other offices:

N/A

Pest Interception System

(item 277a)

Originating office:

Dispose when no longer
needed.

(item 277b)

All other offices:

N/A

Plant Disease Survey Reporting System

(item 278a)

Originating office:

Dispose when no longer
needed.

(item 278b)

All other offices:

N/A

*** Retention Period ***

PDM 12 *(continued)*

Property System

(item 279a)

Originating office:

Dispose when no longer
needed.

(item 279b)

All other offices:

N/A

Vehicle System

(item 280a)

Originating office:

Dispose when no longer
needed.

(item 280b)

All other offices:

N/A